

Liberty Telephone Inc.  
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[www.libertytelephone.net](http://www.libertytelephone.net)  
Panasonic Business Telephone System  
Cheat Sheet

Thank you for purchasing your new Telephone system from **Liberty Telephone Inc.** We are excited to have you as a customer and we know that you will enjoy your new Panasonic telephones. Here are some helpful hints that will help you perform some new features.

**Make a call:** You have several line buttons located on the bottom of the row of buttons. These buttons are to make outgoing calls and receive incoming calls on.

**Place a call on Hold:** After you establish a call you can place the call on hold at your phone by pressing the **hold** button. If you press the hold button twice the call will be held exclusively to your phone and no one else can pick it up.

**Intercom another party:** To place an intercom call another party that is a member of the same phone system you simply press the button associated with their name or press intercom and dial their extension number.

**Transfer a call:** To transfer a call to another extension while you have the caller on the line press the extension button you would like to transfer the call to and hang up. Or you can press **transfer** and dial the extension number and hang up. If you would like to announce the call first then you should **put the call on hold** then intercom that party and announce the call.

**Transfer to voicemail:** If you would like to transfer a call to someone's voicemail while the caller is on the line press the **Vociemail Transfer** button followed by the extension button or number and hang up.

**To access your personal voicemail:** Press the **Vociemail** button and follow the prompts. The first time you press this button there will be a tutorial to help you setup your new mailbox. After your mailbox is setup the tutorial will no longer play. To re-enter mailbox programming - log-in to your mailbox and press 3.

**To access your voicemail remotely:** Call into the voicemail by dialing the main office phone number. If this is during business hours and a person answers the call ask them to transfer you to voicemail or extension 500. When the voicemail answers Press #6\* followed by your mailbox number and then your password then press #. Example; #6\* 101 Then Password \_\_\_\_\_ #

**Storing personal speed dial numbers:** While the phone is idle dial the telephone number you wish to store and then press the Store key under the LCD screen. Then type the name to associate with the number using the number keys. Press enter to save and then exit to quit.

**Menu:** You can enter in to the menu options by using the **menu** button below the menu option on the LCD screen. Then you can use your **up and down arrow** keys to toggle through the options. Or you enter into the menu by using the **left and right arrow** keys as a short cut. Once you enter the menu then select the option you want by pressing the enter key once you see it.

#### **Menu Options:**

The first menu option is **“Personal Directory”** this is your personal speed dial directory for your phone. To get here press the right arrow key one time then simply press the down arrow key until you see the number you wish to dial or enter the name and press enter. Once you have selected the number you wish to dial press the speaker button or pick up the handset and the number will be dialed.

The second menu option is **“System speed dial”** this is the speed dial for the entire telephone system. All of the speed dial numbers in this group are the same at every phone. To access this option press the right arrow key twice and then press the down arrow or enter the name of the speed dial you wish to dial. Once you find the number you want press speaker or pick up the handset and the number will be dialed.

The third menu option is **“Extension directory”** this can be used to look up a member of your telephone system and dial that extension. To access this option press the right arrow key 3 times then the down arrow key or dial the name of the person you wish to call.

The forth menu option is **“Feature Access”** you will not need to use this option.

The fifth menu option is **“Incoming call Log”** this is used to view incoming caller id information. To access this option press the left arrow key twice and then the down arrow key to view log.

**Note:** Because of the format that the caller ID is sent in, you cannot select a number and dial from the incoming call log menu. You can only view the caller id info at this time. This is something we are working on with AT&T.

The sixth menu option is **“Outgoing call Log”** this is used to view the last five numbers that you have dialed. To access this option press the Left arrow key once and then the down arrow key to view log. From this log you can call the numbers or store them by following the onscreen options.